

Administrative  
Services  
Letter

08-07

Employee Check Out/Transfer Form



Signed By	/s/ Marie Stephans, Chief Administrative Services Division	Number	08-07
Distribution	All Employees	Date Issued	October 27, 2008
Subject	Employee Check Out/Transfer Form	Expires	When Canceled
Guide Section	<a href="#">Human Resources</a>	Reference	Cancels ASL 00-10

Attached is the revised [Employee Check Out/Transfer Form](#) (ASD-14). The purpose of this form is to:

- Assist in correct and timely warrant payments;
- Assure collection of outstanding accounts;
- Avoid difficulties such as lost keys and credit cards, canceling telephone and computer accounts and assuring electronic records/files are transferred appropriately.

The [Employee Check Out/Transfer Form](#) is to be used by employees transferring to another division, another State agency, or leaving State service. The form is available on the ARB Inside Form page.

Upon notification of the employee's intent to transfer, the supervisor completes a Personnel Action Request (PAR) and submits it to the Personnel Transactions Unit, Administrative Services Division (ASD). The supervisor is responsible for providing the employee with the [Employee Check Out/Transfer Form](#) (ASD-14) and for requesting the return of assigned items. It is also the supervisor's responsibility to contact the Office of Information Systems (OIS), to ensure electronic files and documents are appropriately transferred. Failure of the employee or supervisor to complete the check out procedure may result in charges for lost items, or delays in issuance of final paychecks.

The Accounting & Grants Section, Fiscal Operations Branch, should be the last signature obtained. Any discrepancies must be resolved before the final paycheck is released. The Accounting & Grants Section will maintain the completed copy of Form ASD-14.

If you have questions regarding the [Employee Check Out/Transfer Form](#), please contact Human Resources, Transactions Unit staff at (916) 324-8641.

Attachment:

[Employee Check Out/Transfer Form](#) (ASD-14)